

TCFD - GLS - 0447

Control No. ?????????

Republic of the Philippines

DEPARTMENT OF LABOR AND EMPLOYMENT

Regional Office No. VII, Cebu City

This



CERTIFICATE OF COMPLIANCE ON

COMPANY: Gomeco Metal Corporation (Mandave Branch)

ADDRESS: VNU Arcade, North Road, Patnagan, Mandave City

is being issued to
For having complied with the

- ☒ General Labor Standards.
- ☒ CHILD LABOR - FREE ESTABLISHMENT
- ☐ Occupational Safety and Health Standards.
- ☐ LABOR RELATION

This Certificate is valid for two (2) years from issuance unless earlier revoked or cancelled.

Given this 09th day of December 2014, at Cebu City, Philippines.

EXEQUIEL R. SARCAUGA, CESO IV
Regional Director *M*



Republic of the Philippines

DEPARTMENT OF LABOR AND EMPLOYMENT

Regional Office No. VII, Cebu City

Awards

GOMECO METAL CORPORATION (MANDAUE BRANCH)

VNU ARCADE, NORTH ROAD, PAKNAAN, MANDAUE CITY

as

CHILD LABOR - FREE ESTABLISHMENT

for not engaging in child labor and not using products or materials
produced through the use of child labor.

Given this 22nd day of December 2014 at Cebu City, Philippines

EXEQUIEL R. SARCAUGA, CESO IV
Regional Director





Republic of the Philippines

DEPARTMENT OF LABOR AND EMPLOYMENT

Regional Office No. VII, Cebu City

Control No. TCFO-GLS-0447

This
CERTIFICATE OF COMPLIANCE ON GENERAL LABOR STANDARDS
is being issued to

GOMECO METAL CORPORATION (MANDAUE BRANCH)
VNU ARCADE, NORTH ROAD, PAKNAAN, MANDAUE CITY

For having complied with the General Labor Standards.

This Certificate is valid for two (2) years from issuance unless earlier revoked or cancelled.

Given this 22nd day of December 2014 at Cebu City, Philippines.

EXEQUIEL R. SARCAUGA, CESO IV
Regional Director



**Home
Development
Mutual Fund**

Petron MegaPlaza
358 Sen. Gil J. Puyat Avenue, Makati City
NON VAT TIN: 000-530-703-000

Pag-IBIG FUND RECEIPT

HDMF
T1-1

L-5729776

TRANS NO. DATE AMOUNT

Trans # 167 11/10/2014 P 22,300.00
Payment Date: Nov 10, 2014 01:10:17 PM

RECEIVED FROM (Name of Payor)	HDMF ID No.
METALCREST INC -D2D- 0392015884	
ADDRESS RINCON ST MALINTA VAL CITY	SSS ID No/ GOVT.AGENCY & BRANCH CODE
THE SUM OF (Amount in words)	TIN
Twenty Two Thousand Three Hundred Philippine Pesos	
Pesos P	P 22,300.00
PROGRAM	OTHER (Pls. specify)
<input type="checkbox"/> Pag-IBIG I-Govt	<input type="checkbox"/> OTHER (Pls. specify)
<input type="checkbox"/> Pag-IBIG I-OWG	
<input type="checkbox"/> Pag-IBIG I-Private	
<input type="checkbox"/> Pag-IBIG II	
<input type="checkbox"/> R.O.P.	
<input type="checkbox"/> R.A. No. 7192	

COLLECTING BANK	ID NO./CORR. TIN
Caloocan Branch 290-000-530-703NV	
ADDRESS	BRANCH CODE
PPI Bldg. 355 EDSA Cor. Gen Tirona St., Caloocan City	

IN PAYMENT OF	MONTH	YEAR	AMOUNT
<input type="checkbox"/> CONTRIBUTION			P 22,300.00
<input type="checkbox"/> HOUSING LOAN (SUBJECT TO FINAL APPLICATION OF PAYMENT)	Member's Contributions-01		
<input type="checkbox"/> LOT PURCHASE LOAN	Private-01		
<input type="checkbox"/> MULTI PURPOSE LOAN	10/01/2014		
<input type="checkbox"/> OTHERS (Pls. specify)			
PENALTY (Debit Memo No./Date)	with counterpart		
UNDERPAYMENT (Debit Memo No./Date)			
Caloocan-06			

MODE OF PAYMENT		TOTAL
CASH	P	P 22,300.00
REVENUE (Stamp/Date)	P 22,300.00	
TW/PMO		
CREDIT MEMO		
TOTAL	P 22,300.00	

RECEIVED WITH THE FOLLOWING DOCUMENTS
<input type="radio"/> MRS <input type="radio"/> MRF <input type="radio"/> Others (Pls. specify)
<input type="radio"/> OCL/MCL <input type="radio"/> Order of Payment
RECEIVED PAYMENT
JEAN P. CHUA
HDMF Bank Teller

COPY DISTRIBUTION	1. BLUE 2. BROWN 3. GREEN	PAYOR'S COPY ISSUING OFFICE/BRANCH'S COPY COMMISSION ON AUDIT'S COPY
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L-5729776

Make all Checks and Money Orders payable to HOME DEVELOPMENT MUTUAL FUND

173,380 peds no. L-1300001-L-999000 (50 x 3) BIR Authority in Print No. 84J0000053423 Date Issued: February 24, 2014 Valid Until: February 23, 2019
APO Production Unit, Inc. NEZA O.G. Complex Govt Center EDSA, Diliman, Quezon City TIN: 000-396-233-000 BIR Accreditation No.: 039MP014000000001 Date Issued: January 03, 2014
"THIS RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP" "THIS DOCUMENT IS NOT VALID FOR CLAIM OR INPUT TAXES"

SECURITY BANK UNIVERSAL TRANSACTION SLIP

THIS TRANSACTION IS SUBJECT TO THE TERMS AND CONDITIONS GOVERNING THIS ACCOUNT.
TELLER'S VALIDATION

Online VAlE 201353 11/10/14 12:44:45PM

BILLS PAYMENT

SSS PREMIUM - PESO / 0392015884

Product : R5

Payer : METALCREST INC.

From : 2014/10

To : 2014/10

SSS Number : 172990

SSS ID Number : 0392015884

Purpose of Payment : CASH

CASH PAYEE-L 173,235.00

RBC 0002302676 173,235.00

Tran Ref No: 297

This serves as your transaction record.
Please keep it.

TO OUR VALUED CUSTOMER:
Before leaving the Teller's Counter, please check if the Teller's Machine Validation (Name, Account Number or Reference Number, Amount and other details appearing on this slip) accurately reflects the details of your Transaction. You assume full responsibility for the correctness, genuineness and validity of all items deposited / amount withdrawn.
For withdrawals, by signing this form, you declare under the penalties of perjury that your co-depositor/s is/are still living.

THANK YOU FOR BANKING WITH US.

CLIENT'S COPY

No A 5992100

USE - 237 - 09/14



Republic of the Philippines

SOCIAL SECURITY SYSTEM
SPECIAL BANK RECEIPT

PAYOR'S COPY
DATE PAID 11/10/2014

IMPORTANT: THIS RECEIPT MUST COVER ONLY ONE TYPE OF PAYMENT. AMOUNT APPEARING HEREIN SHOULD TALLY WITH THE ATTACHED PAYMENT RETURN FORM.

COLLECTING BANK		SECURITY BANK CORPORATION		BRANCH		VALENZUELA	
RECEIVED FROM (Name of Payor)				METALCREST, INC.			
REGISTERED EMPLOYER ID NO.		EMPLOYEE SELF-EMPLOYED SSS NO.		MORTGAGE BORROWER ACCT NO.			
0392015884		0392015884		0392015884			
APPLICABLE MONTH	YEAR	FORM OF PAYMENT		AMOUNT			
Oct	2014	CASH		173,235.00			
Oct	2014	CHECK (Bank/Check No./Date)		173,235.00			
		RBC 0002302676 / 11/12/14		*****173,235.00			
		TOTAL		*****173,235.00			

AMOUNT IN WORDS: SEVENTEEN HUNDRED SEVENTY THREE THOUSAND TWO HUNDRED SIXTY SEVEN AND 00/100 P.S. ONLY FIVE AND 00/100

IN PAYMENT OF		R5		BANK TELLER	
CONTRIBUTIONS PAYMENT INCLUDING SSS AND EC.		ATTACH FORM R-5 OR ESS		DEC 04 2014	
SSS EDUCATIONAL SALARY, CALAMITY, EMERGENCY OR INVESTMENT INCENTIVE LOAN AMORTIZATION.		ATTACH FORM M-1		THE DUPLICATE OF THIS RECEIPT SUPPORTED BY THE ORIGINAL PAYMENT RETURN FORM IS THE OFFICIAL RECEIPT.	
SSS REAL ESTATE COMMERCIAL/INDUSTRIAL/AGRICULTURAL LOAN AMORTIZATION.		ATTACH FORM REL-3			
COMMUNITY HOSPITAL LOAN AMORTIZATION.		ATTACH FORM R-4			
OTHERS, ATTACH SSS FORM R-4					

No. 472990 F2



NO. 54995493

Received from: ~~PEN: 001000011578~~

PRIVATE SECTOR (PRIVATE EMPLOYER)

Reference:

Zip Code: _____ **Tel. No.:** _____

TOTAL	▶	₹	39,300.00
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AMOUNT IN WORDS

~~thirty nine thousand three hundred and 07100~~

<input type="checkbox"/> Cash	Dryden Bank	Number	Date
<input checked="" type="checkbox"/> Check	RSE	9302678	11/08/2014
<input type="checkbox"/> Money Order			
Paid To Order of	Received for Amount Stated Above.		
Payable to the Order of	MARJORIE S. ORTIZ		
Amount in Words	CASHIER		
Amount in Figures	COLLECTING OFFICER		

ORIS4695493 TRANS 00941 MSO 10-Nov-2014 02:21pm P39,300.00 LC
1813141110009416254694 F450-41800-469-6259-9146
PRO-NOR S.O. CALOOCAN
CALOOCAN SERVICE OFFICE

PAYOR'S COPY



NO. 54995493

Reference: PRIVATE SECTOR (PRIVATE EMPLOYER)

Zip Code: _____ **Tel. No.:** _____

AMOUNT IN WORDS

Revised October 2013

ORIG#4356493 TRANG 00841 MSO 10-Nov-2014 02:21pm P38,300.00 LC
1813141110008418264684-F450-41910046845259-3145-
PRO-NOR S.O. CALOOCAN
CALOOCAN SERVICE OFFICE

PAYOR'S COPY

Memo No.: GMC-HRD-01-08-12

MEMORANDUM

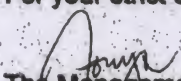
FROM : OFFICE OF THE GENERAL MANAGER
TO : All personnel and applicants
RE : General Notice to the Gomeco Metal Corporation employees and applicants for random drug test
DATE : August 4, 2012

BE IT KNOWN TO ALL:

1. Gomeco Metal Corporation, as an employer, is concerned with the well-being of its employees, successful team missions and the need to maintain employee productivity and health at all times.
2. Pursuant to Republic Act No. 9165, otherwise known as the "Dangerous Drug Act of 2002", Gomeco shall facilitate random drug-testing which shall be done according to the following procedures:
 - a. randomly selected employee shall initially sign a consent letter to be furnished by the HRD. Employees will be notified through their supervisors on the same day of actual testing that they have been selected and scheduled for a drug test.
 - b. the employee may undergo 2 sessions; the first is the screening test and the last is the confirmatory test which is mandatory in case the first test turns positive.
 - c. the employee shall be asked to go only to the accredited DOH testing center to be determined by Gomeco.
 - d. Once the result is finished and certified by the DOH accredited testing center, the employee shall be informed of the same. Results may be contested by the employee within 5 days from the receipt of the result notice. After which he may request for another drug-testing at his/her own cost. The drug-testing under dispute shall likewise be conducted in the manner prescribed herein. The final result shall be final and binding upon GMC and the employee.
3. The proceedings and results of the random drug-testing shall be strictly confidential at all times. Any employee found to use such information without authority shall be dealt with under the existing company rules and regulations (CRR) with discharge as penalty.
4. Employees and applicants may submit medical documentation supporting the lawful use of an otherwise illegal drug to be exempted from this requirement.
5. Employees found to use prohibited drugs or substances on the basis of any appropriate evidence, including but not limited to: 1) direct observation, 2) arrest or conviction due to drug use, 3) verified positive test result, or 4) voluntary admission, shall be subjected to applicable disciplinary actions and sanctions prescribed by the GMC.

The Human Resources Department is hereby directed to inform and enjoin all departments, heads and personnel of this order immediately.

For your strict compliance please. Thank you.


The Management
Gomeco Metal Corporation



GMW

**DIAGNOSTIC LABORATORY
AND MEDICAL CLINIC**

MAIN BRANCH: UNIT 4 JEM BLDG. #14 GOMEZ ST. MAYSAN RD. VALENZUELA CITY
(IN FRONT OF ST. LOUIS COLLEGE, NEAR VALENZUELA CITY HALL)

TELEFAX: 2937728, 3948169, 09195822295

POLO BRANCH: RM. 201 J&F BLDG. POBLACION, POLO VALENZUELA CITY

TELEFAX: 7752423

DOH ACCREDITED: PHILGEPS ACCREDITED: PCQACL MEMBER

HEPATITIS B AWARENESS CERTIFICATION

This certificate is given to GOMEKO METAL CORP. whose employees underwent the "HEPATITIS B AWARENESS SEMINAR" conducted by our Medical Director Dr. George Aristotle S. Wee, in cooperation with ULI Vaccines (UNILAB subsidiary) medical representative Ms. Jocelyn Guarin last March 27, 2013 at GOMEKO METAL CORP. premises.

This certification is given upon the request of GOMEKO METAL CORP. this 30TH day of MARCH 2013.

Certify by:

**DR. GEORGE ARISTOTLE S. WEE, DPCOM
MEDICAL DIRECTOR**

TO : ALL EMPLOYEES

FROM : HUMAN RESOURCES DEPARTMENT/ADMIN

RE : ANTI-SEXUAL HARASSMENT AND UNJUST VEXATION POLICY

DATE: 18 March 2013

COMECO GROUP OF COMPANIES would like to inform all employees that sexual harassment/unjust vexation, in any form, is unacceptable conduct and will not be tolerated. Sexual harassment can occur in any of the ways described herein:

A request of a sexual nature in exchange for any work-related benefit is sexual harassment. As a result, no employee shall threaten or imply that another employee's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment. Similarly, no employee shall promise, imply or grant preferential treatment in exchange for another employee's engaging in sexual conduct.

Sexual harassment also refers to unwelcome behaviors that create an undesirable working environment. Examples include (but not limited to) subtle pressure or requests for sexual activities, preferential or derogatory treatment based on gender, unwelcome touching, graphic comments about an individual's body, sexually degrading or suggestive words used to describe an individual, displays of sexually suggestive objects or pictures (including on a computer monitor) and sexually explicit or offensive jokes, sending offensive jokes/pranks on mobile phones. All prohibited conduct is also prohibited when dealing with applicants for employment.

Unjust vexation on the other hand, involves any form of the abovementioned directed against a co-employee without the element of moral ascendancy.

Any employee who feels he or she is a victim of sexual harassment or unjust vexation by any other employee or by a business contact (such as a client, vendor or sales representative or other person in connection with employment) should bring the matter to the attention of the Human Resources Department (HRD).

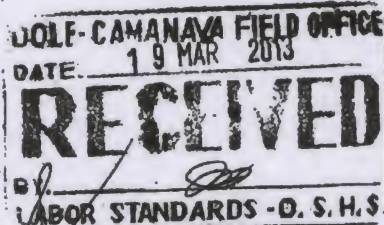
The company will promptly look into all allegations of sexual harassment or unjust vexation in a confidential manner as possible and take action as warranted. No employee is to be ever subjected to retaliation in any manner based on a good-faith complaint. Violators of this policy will be subject to appropriate sanctions, up to and including dismissal.

For your guidance and strict compliance.

MELANIO GREGORIO C. PILAR
Manager-Human Resources Department

Noted by:

FERDINAND D. CRUZ
Assistant General Manager



ALICIA T. KAW
EVP / Comptroller

Should it become known to the company that an employee is HIV positive, then management will ensure the absolute confidentiality of this information and make every effort to protect that person from stigmatization and discrimination.

Harassment and Discrimination

As per Company's harassment policy, any form of discrimination or harassment, directly or indirectly, towards an HIV/AIDS infected employee is considered to be misconduct warranting disciplinary action.

Harassment is any form of verbal or non-verbal behavior that is directed at the infected individual resulting in the individual feeling threatened, insecure or distressed. Discrimination of HIV/AIDS infected employees will not be condoned. This includes treating those affected differently or not applying a professional judgment in making personnel decisions.

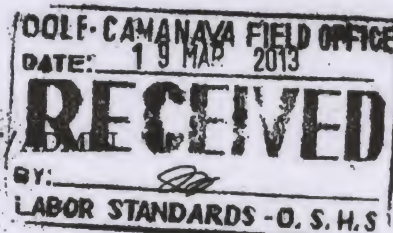
Likewise, Segregation/Isolation of HIV/AIDS infected employees

No employee will be isolated, or segregated, within the company's premises on the grounds of being infected with HIV. Where an employee has a contagious disease as a result of HIV infection, they will be treated in exactly the same manner as if they have contracted the contagious disease.

For guidance and strict compliance.


MELANIO GREGORIO C. PILAR
Manager-Human Resources Department

TO : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
RE : HIV/AIDS POLICY
DATE : 18 March 2013



GOMECO Group of Companies' HIV/AIDS policy comes from a desire to protect its employees by providing a holistic approach to the HIV/AIDS pandemic, from the dual perspective of an employer and that of a good corporate citizen, thereby providing valuable, needed and sustainable contributions.

This policy reflects this comprehensive approach, including education, non-discrimination, reducing infections, employee health and wellness, and improving the quality of lives for infected and affected employees and their families.

This policy aims to:

- Provide information and education to all employees, on HIV/AIDS; the magnitude, impact and preventative and control measures
- Implement non-discriminatory policies, procedures and practices for managing individuals who have HIV/AIDS through HR Department

Recruitment

GOMECO Group of Companies is an equal opportunity employer and will not use HIV testing when recruiting job candidates. The company will ensure that job candidates who are known to have HIV/AIDS are treated no differently from those who have any other life-threatening and non-contagious disease. Fitness to perform the job will be the only criterion that shall apply.

HIV/AIDS Screening and Testing:

Where testing is required under the above circumstances, the company will comply with the requirement but will ensure that the testing is authorized by the employee and accompanied by pre and post test counseling. Should a test prove positive, then the outcome must be regarded as a matter between the patient and the doctor concerned.

Confidentiality of HIV/AIDS Information

Employees are under no obligation to notify the company of HIV/AIDS infections. The company considers medical information including HIV/AIDS status confidential, unless disclosure is required and only under the following circumstances:

- The information is legally required
- The employee's health is affecting their own, and hence the company's performance
- Long employee absence necessitates Company to obtain the employee's medical status, with the employee's written permission

In all of the above circumstances, disclosure on HIV/AIDS status should only be made

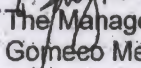
36
Memo No.: GMC-HRD-01-08-12

MEMORANDUM

FROM : OFFICE OF THE GENERAL MANAGER
TO : All personnel
RE : General Notice to the Gomeco Metal Corporation employees on Tuberculosis Prevention and Control in the Workplaces
DATE : August 13, 2012

BE IT KNOWN TO ALL:

1. Gomeco Metal Corporation, as an employer, recognizes the importance of maintaining health awareness particularly with the conscious effort of the Department of Labor and Employment to prevent and control the spread of tuberculosis in the workplaces pursuant to **Executive order No. 187** as implemented by Department Order 73-05 series of 2005 (**DO 73-05**). Likewise, the Company is concerned with the well-being of its employees, productivity and health at all times.
2. Pursuant to the aforesaid Order, otherwise Gomeco shall formulate and implement prescribed programs or policies to achieve the primary goal under the following guidelines:
 - a. randomly selected employee shall initially sign a consent letter to be furnished by the HRD. Employees will be notified through their supervisors on the same day of actual testing that they have been selected and scheduled for a drug test.
 - b. the employee may undergo 2 sessions, the first is the screening test and the last is the confirmatory test which is mandatory in case the first test turns positive.
 - c. the employee shall be asked to go only to the accredited DOH testing center to be determined by Gomeco.
 - d. Once the result is finished and certified by the DOH accredited testing center, the employee shall be informed of the same. Results may be contested by the employee within 5 days from the receipt of the result notice. After which he may request for another drug-testing at his/her own cost. The drug-testing under dispute shall likewise be conducted in the manner prescribed herein. The final result shall be final and binding upon GMC and the employee.


The Management
Gomeco Metal Corporation